



United States Environmental Protection Agency
Washington, DC 20460

APPENDIX A
The EPA Employee Notification of Ineligibility Memorandum

MEMORANDUM

SUBJECT: Notification of Ineligibility for Telework

FROM:

TO:

For the reasons stated below, I have determined that you are currently ineligible to telework. I have reached this determination after a careful review of the current duties and responsibilities of your position.

Employee's Job Title, Pay Plan, Series and Grade

Your position requires the daily performance of duties or responsibilities that cannot be handled at an alternate work location. Specifically,

Should the duties or responsibilities of your position change, I will reconsider this determination.

EPA Form 3181-1 (12/16/2015)